Panopto Comprehensive Guide

This document will orient you to the Panopto environment for instructors, which allows for live webcasting, capturing lectures, presentations, and related materials through audio and/or video.
*** Note:** *student access to Panopto is limited to viewing or listening to Panopto recordings.*

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Initial Access of Panopto in ELMS

You can access Panopto through ELMS using the **Panopto Video** link in the navigation menu or through our hosted service by going directly to umd.hosted.panopto.com. Navigating through ELMS is the simplest way to record, manage your recordings, allow student access, and is considered best practice for UMD instructors. (See the Appendix for instructions on logging in via umd.hosted.panopto.com)

Logging in through ELMS

1. Open your browser and go to the URL **myelms.umd.edu**.
2. Log in to ELMS by entering your DirectoryID and Password.
3. **Select** a course space in ELMS.
4. Click on the **Panopto Video** link from the course menu.

Creating Folders

Folder creation is how you organize and easily access recordings. It has been simplified from previous versions of Panopto.
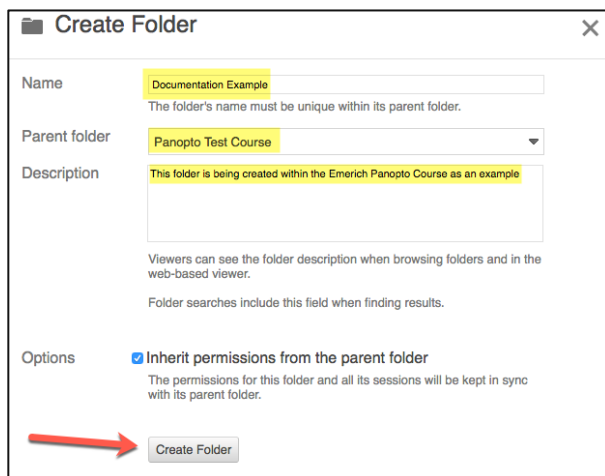
To create a new folder after logging in:

1. Select **Panopto Video** from the course menu.
2. Select the **Create** button.
3. Select **New Folder**.
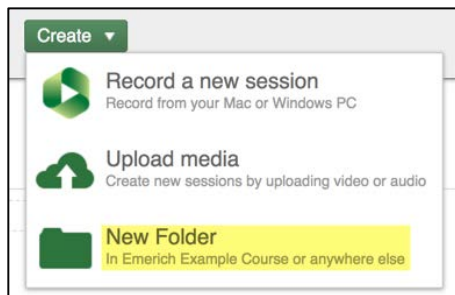
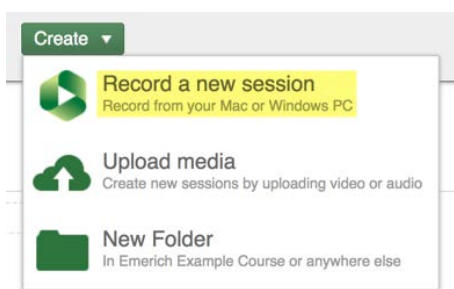Choosing **New Folder** will launch a window with fields that require completion.

- Name (of Folder).
- Parent folder (the default is the course folder – you can make a different choice with the drop down arrow).
- A brief description of your folder.
- Options – choose if you want the folder to inherit permissions from the parent folder.
- When you are ready to continue, select **Create Folder**.

Downloading Panopto to Record a Session

If you want to use Panopto outside of the classroom, the recorder application will have to be downloaded and installed on a personal computer or non-classroom computer—you need administrative rights to install software.

1. Within ELMS (after you have selected Panopto Videos) select the **Create** button at the top of the window. A dropdown create menu will appear.

2. Select **Record a new session**. This choice opens a window with options to download Panopto (the app will usually choose the correct version for the Windows or Mac OS).

3. Alternatively, if you are working within the hosted version (umd.hosted.panopto.com), you can select **Download Panopto** at the top right of the screen under your name.

4. Select **Download Panopto** (if prompted, choose either Windows or Mac OS) to begin the installation process. If asked for the server name, type in **umd.hosted.panopto.com**.

** **NOTE:** The recorder only has to be downloaded once on an individual computer, however, occasional updates may be needed.*

Launching Panopto to Record a Session

There are a number of ways to launch the hosted Panopto app:

1. Select the icon (Windows) or use the Start Menu; or use the Launchpad (Mac).

2. Within ELMS or on umd.hosted.panopto.com, select **Create** > **Record a New Session**.

Creating a New Recording

1. Once logged in to Panopto, select **Create > Record a new session**.

2. There are two screen sections, **Primary Source** and **Secondary Source**. Choices within each section indicate what input sources you will use in your recording.
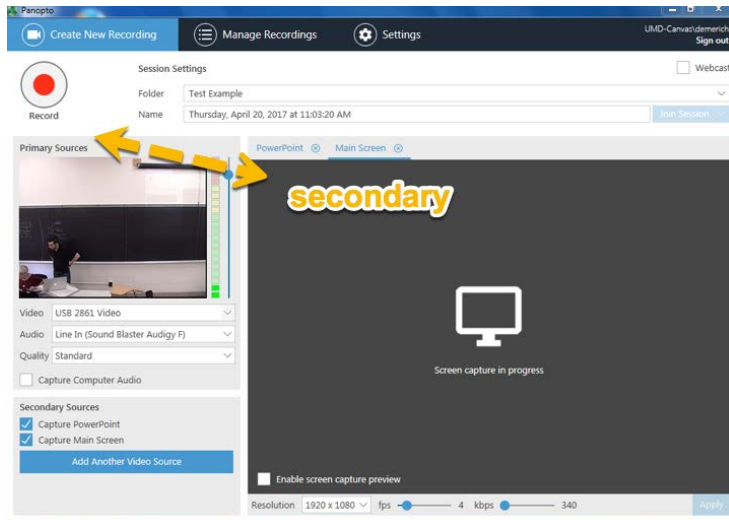
Primary & Secondary Sources - Windows Example
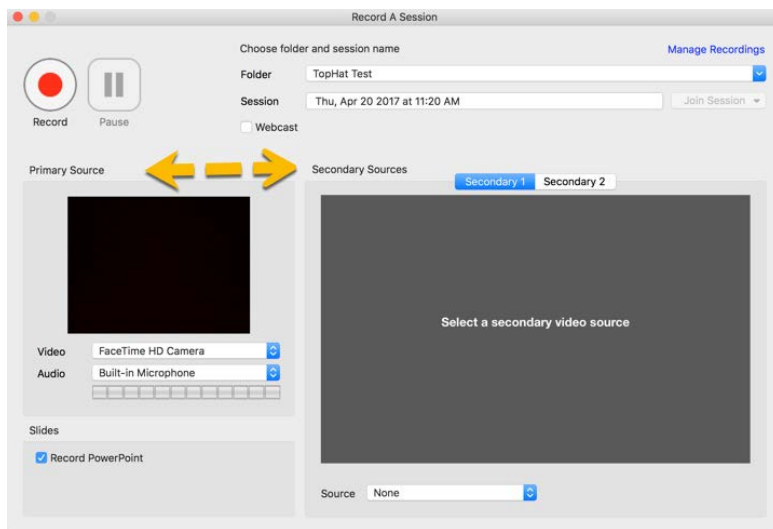
Primary & Secondary Sources - Mac Example

   a. The Audio/Video section (under Primary Source) allows you to choose your desired primary video and audio source that will be recorded. Verify that video and audio are working properly.

   b. If you do not see a picture or the sound bar is not moving as you are speaking, those items will not be recorded.

3. Click the **Record** button when all settings have been set.

   Once you have started the recording, the **Stop** and **Pause**

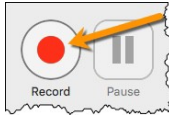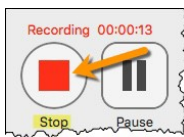   buttons will appear along with the time line.

4. When your recording is complete, click the **Stop** button.

   The recording will appear in the Session list.

5. While the recording is processing, you can preview it in the

   Preview section.

6. Once the recording is processed, the status will change to either

   Offline Recording, if a course folder was not designated, or **Completed**, if

   a folder was designated before recording.

Viewing Panopto Recordings Within ELMS

Panopto will open directly in ELMS; however, some administrative functions are only available

when you have logged in using the Panopto the hosted URL. For general purposes, you can view

and manage recordings and folders within ELMS.

1. Log in to ELMS at myelms.umd.edu. From the Courses menu bar select the

   course you will be working in.

2. Click on the **Panopto Video** link on the navigation menu. You will see a list of all

   sessions.

   a. You can use the search bar to locate a specific session within the folder.

   b. By default, the contents of the course you are currently in will appear.

   c. You can sort by **Name**, **Duration**, **Date**, and **Rating**.

3. To view a session, click on the session name. It will open in a new tab and begin to play.

Moving Panopto Sessions

Moving a Panopto session allows you to move a session from one folder to another. folder. Panopto only allows you to move sessions into other folders for which you are a creator. These tasks can be completed with individual sessions or by selecting several at once.

NOTE: *Moving individual sessions can be done within ELMS but moving more than one session (bulk) has to be completed within* umd.hosted.panopto.com.

1. Using the checkboxes located on the left of the sessions list, check each recording that you would like to move.
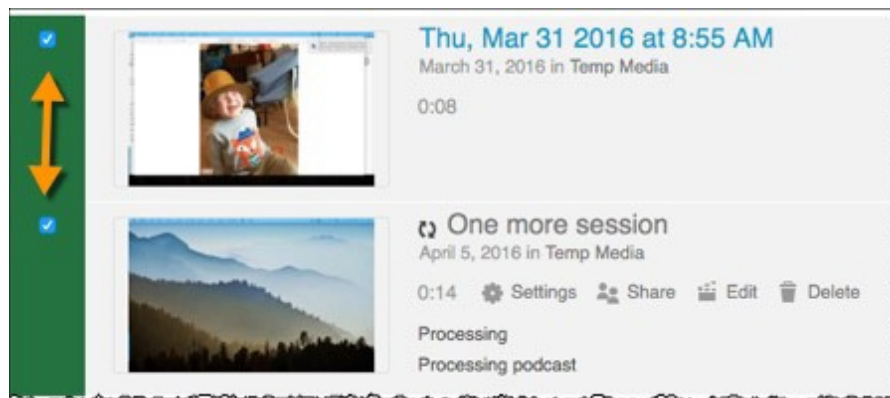
2. Select the Move button from the menu at the top of the page

NOTE: *choices do not appear until you have selected a session.*

Move
1. A window will launch with a list of the sessions you selected to be moved.

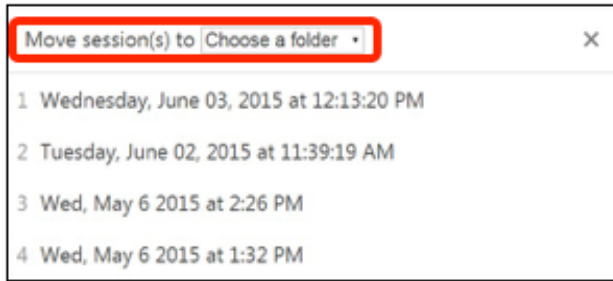2. If you decide not to move one and want to remove the session from the list, hover over its name and click on the **x** next to the session name.

3. Click on the dropdown arrow to choose a folder. You will be asked to verify the folder to which the sessions will be moved.

4. Click **Move**.

Move Individual Sessions (from within ELMS)

1. Click on a course folder to locate the session you would like to move.
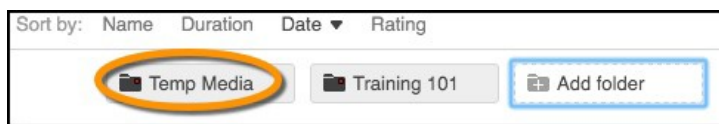
2. Select one of the courses.

3. Hover the mouse cursor over the row of the session to reveal the action items: **Settings, Share, Edit, and Delete**.

4. Select **Settings**. A window will appear. The name of the folder where the session is currently stored is displayed under **Session Information**.

5. Select the **Edit** button next to the folder name. A dropdown menu lists all course folders in which you are a creator.

6. Select the desired course folder.

7. Select **Save**.

8. Close the window.
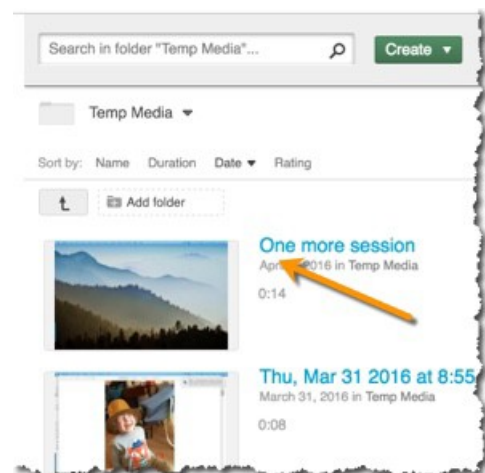
Sharing a Session

By default, course folders and sessions are only viewable by creators (instructors) and viewers (students) enrolled in the course. Hover over the session that you want to share and select "Share".
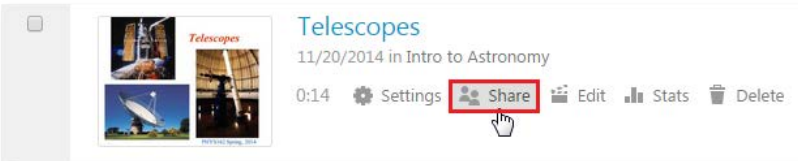
Click the drop-down arrow under who has access to show the sharing options.

Specific people (only specific users and groups can view)

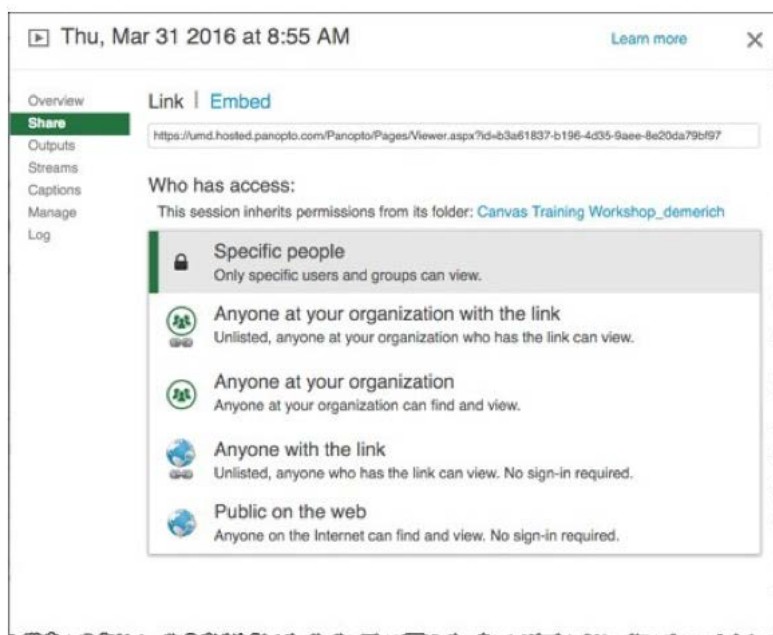This is a list of existing users who have access. If you want to share with an existing user, go to **Invite people** and type in the name/email address, then click "**Send and Save changes**".

Anyone at your organization with the link

Choosing this option will enable viewing access for anyone who can log into your Panopto site. However, users won't see it on any list – the session can only be viewed by someone who has the direct link.

Anyone at your organization

Choosing this option will enable viewing access for anyone who can log into your Panopto site.

Anyone with the link

Choosing this option will enable viewing access for anyone on the internet, no sign-in is required. Rather than; as before, the session won't be on lists and can only be accessed by having the direct link.

Public on the web

This option will allow anyone on the Internet to find and access the session.

Downloading a Session

1. Select a course folder to locate the session for download. Hover the mouse cursor over the row of the session to reveal action items: **Settings**, **Share**, **Edit**, and **Delete**.

2. Click on **Settings** > **Outputs**.
   a. In the **Video Podcast** section, you will see a thumbnail of the session based on the type of view. You can change the **Type** options using the dropdown and the thumbnail will change to reflect your choice.
   b. You can change the **Quality** using the dropdown.
   c. Once you have chosen your settings, click **View Podcast** to see what the recording will look like.
   d. When ready, click **Download Podcast**. It will download as an mp4 file.
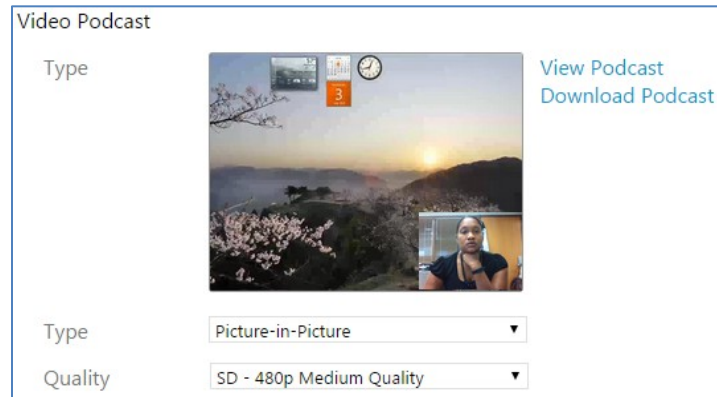
3. You can also download the audio portion only in the **Audio Podcast** section.

   a. Select **Play MP3 Audio** to see hear the recording.

   b. Select **Download MP3 Audio**. It will download as an mp3 file.
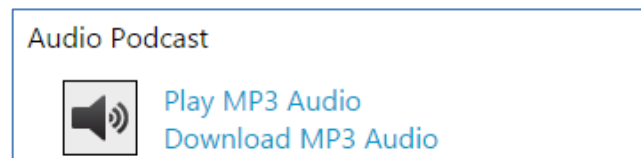
Performing Basic Edits to Panopto Sessions

Panopto has a basic editor that allows for editing in either Mac or Windows computers.

If you are interested in documentation for editing sessions, see Panopto Basic Editing.

(copy/paste the following URL: https://support.panopto.com/articles/Documentation/Basic-Editing)

Creating and Editing Captions

Add ASR Generated Captions to a Video
You have the ability to add ASR (automatic speech recognition) generated captions to your Panopto sessions. Machine-generated captions clearly aren't the same as human transcription so they need to be revised and edited to ensure accuracy.

1. **Find** and **open** the session where you wish to manage the captions in the **Panopto Editor**.
2. Select **Captions** from the left side of the editor, and then click the **Import captions** drop-down arrow.
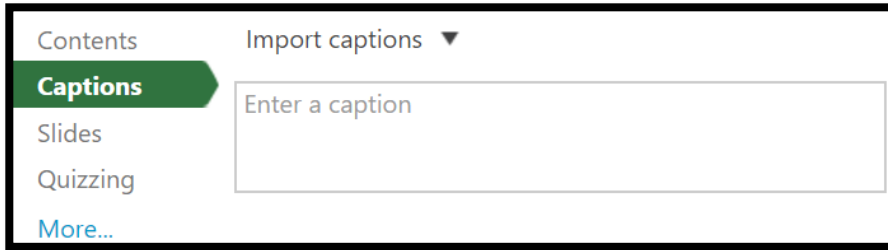
If no captions currently exist for this session, import the machine-generated captions by clicking Import automatic captions
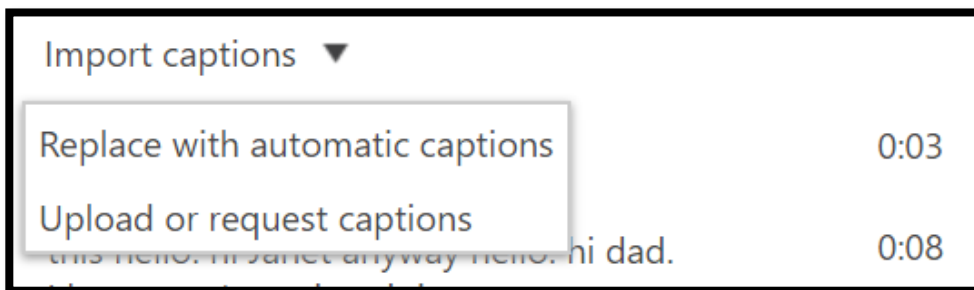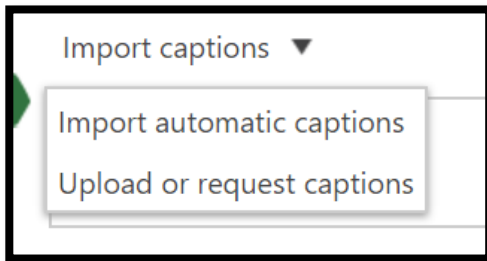
Editing Captions

If your captions do exist and have been processed successfully, you can edit each individual caption by clicking the three dots next to the caption and choosing **Edit**.
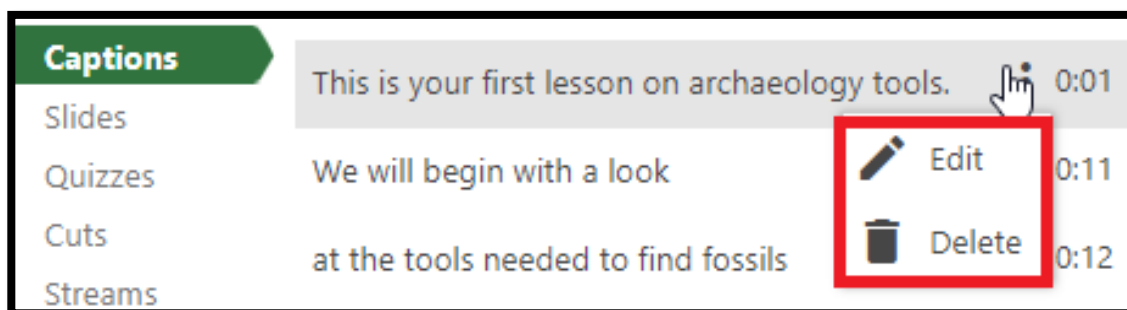
You can delete the captions by clicking the trash can icon.

Note: At any time while making these edits, you can press **Shift+Space** to play/pause the session playback, while editing captions.

Publish your changes

When you've imported/edited your captions, save the changes by pressing the **Publish** button on the top right of the Editor.

Automatically Add Machine Captions

You have the ability to set up automatic machine captions to your Panopto sessions.

To set an organizational folder to default to automatic machine captions, follow these steps:

1. Within your ELMS course, go to Panopto.
2. Click on the **gear icon** on the upper right.
3. Select **Settings.**
4. Under the Captions heading use the drop down to select **Automatic Machine Captions.**

NOTE: setting a folder to automatically caption must be done for each folder where you create Panopto videos

Broadcasting a Live Session

In Panopto, select an online folder, then > "Webcast and Record."
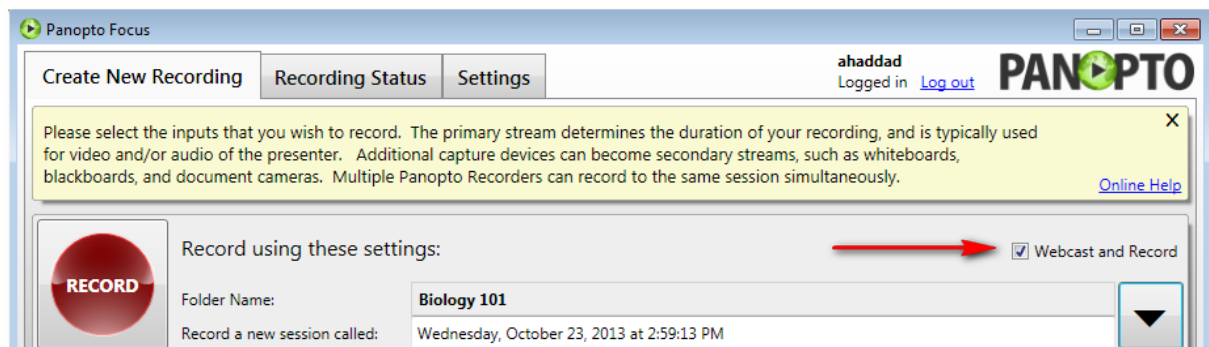
Record, Pause and Stop

Begin a broadcast > **RECORD**.

Pause a live broadcast >

PAUSE.

This action **will not pause the session to viewers watching live**, it inserts the marker for a non-destructive edit in the recording for future viewing.

Restart > **RESUME**

Again, this will not be seen by live viewers but will mark the end the edit for future viewing.

End the live broadcast using the **STOP** button. Your recording will then complete and upload to the server.

Viewing Live Broadcasts

Once the broadcast begins, a URL is generated and can be sent to viewers to allow them to watch the broadcast.

Users may login to the Panopto website to view any live broadcasts that may be available at that time.

To do this, simply go to your Panopto server's website, and click the live session you want to view. If access to the content is restricted to certain viewers, a login will be required.

You can determine which sessions are broadcasting live because the icon will appear with the current date and time.
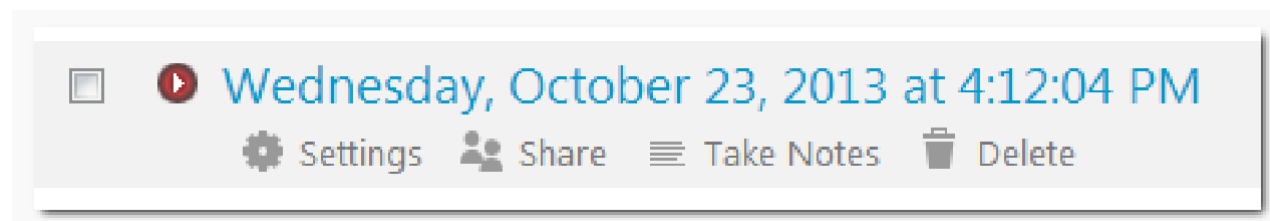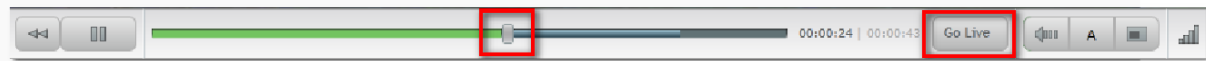

The viewer can click on the session and a viewer window will open just as it would if the lecture had been previously recorded.

Pause, rewind and go live feature

NOTE: *To enable pause, rewind, fast-forward capabilities, you must have your*

Questions and Notes

During the live broadcast viewers who are logged in can ask questions by typing in the broadcast viewer window. Viewers can also take notes during the broadcast to refer to later. The viewer's notes are stored in the SQL database on the Panopto Web Server.
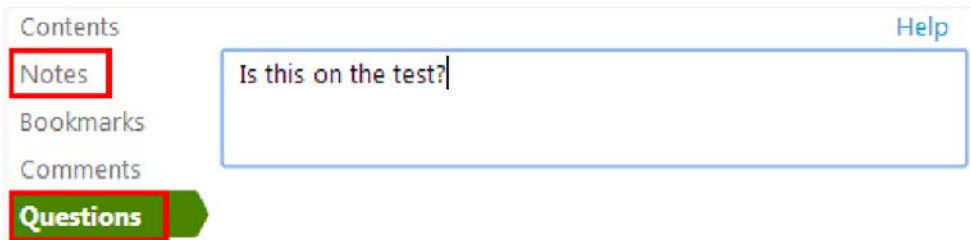
The viewer's questions pop up and notify the Creator in the lower right-hand corner of their display. Clicking on the notification will launch the recorder. To disable this notification, from the recorder > go to settings > Basic Settings > Un-check "Notify me when a viewer asks a question"

Creators can either respond verbally at the time of the question or review the questions after the recording is complete.

Important Panopto Tips

1. Check to make sure that the video preview is showing, and the sound bar is moving before beginning your recording.

2. When on a classroom computer (or any PC other than where you created the PowerPoint presentation) be sure to download and open the file on the computer you will be using for your presentation. This will avoid processing errors.

3. Do not **shut down** the computer (you used to record) until *after the recording has been uploaded*. Once it begins processing, you can log off but do not shut down the computer.

4. The default share permission creates videos that are only viewable by you and the students enrolled in the course.

5. When copying an entire ELMS course from one semester to another, Panopto sessions do not copy over. You will have to move the sessions.

6. If you are using a URL link for a session in ELMS Modules or Pages, the course copy retains the original URL and will point to that original course. Students in new courses will not have access to those sessions. After copying or moving a session to the new course, you can either edit the URL in Modules/Pages or make the session accessible by designating it as public (anyone on the internet or anyone who can sign into this site).

Appendix

Logging in to Hosted Panopto

1. Go to **umd.hosted.panopto.com**. If you have already logged in to your browser, you will see your name in the top, right corner of the window. If you need to sign in, follow steps 2-4.

2. Select **Sign In**.

3. You will be redirected to an ELMS login screen. Log in by entering your Directory ID and password.

4. Select **Log In**.

Viewing Panopto Recordings External to ELMS

1. Log in to umd.hosted.panopto.com.

2. Once logged into the Panopto interface, you will find additional functionalities. You will find more information on Panopto support pages. To select video tutorials, go to: http://support.panopto.com/videos or for additional documentation click on: http://support.panopto.com/documentation.
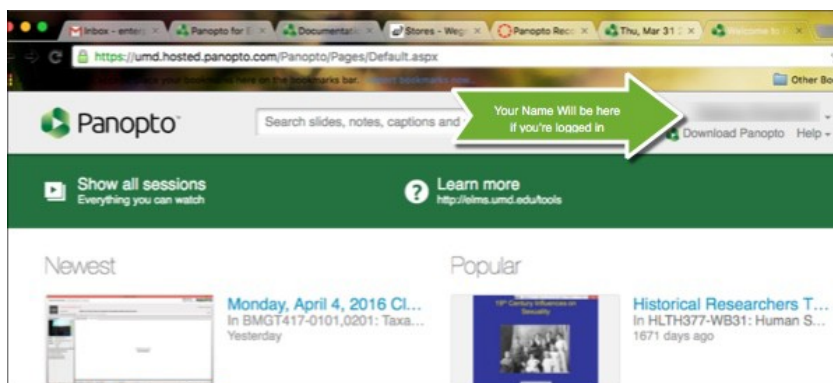
Additional Panopto Support

Panopto has a helpful collection of support media - for the beginner as well as advanced users. To select video tutorials, go to: http://support.panopto.com/videos or for additional documentation use: http://support.panopto.com/documentation.